

EYES ONLY

ORD-0766-77

19 April 1977

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion

[redacted]
GS-06 to GS-07

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1. I recommend that [redacted] be promoted from
GS-06 to GS-07.

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2. [redacted] has been the Contract Support Assistant in the Planning, Programming, and Budgeting Branch of the Management Staff since October 1976 when she was selected for the position from among nine applicants. She has been in her current grade since June 1974. Mrs. Strole's performance evaluation in ORD and those in FBIS, where she was assigned previously, rate her in the exceptional proficiency category and note her potential for assuming additional responsibility.

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3. Her level of performance in ORD has been especially gratifying because her duties here are those of a junior professional rather than those of a clerical careerist. Furthermore, she began that transition under trying conditions. She was unfamiliar with the S&T terminology and the DDS&T/ORD organizations; her predecessor had departed with no overlap; and we were in the initial stages of the planning cycle with little time to devote to training. Even so, she adapted quickly and largely through her own efforts and initiative became productive almost immediately. Her contributions continue to increase as she is exposed to the full range of planning and budgeting cycle functions.

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6/5/77

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4. [] is a self starter who is well organized and likes to keep busy. As a result, she has thoroughly revamped her files and has created checklists for ensuring that each task in the Contract Processing Cycle is complete. She has full responsibility for preparing the minutes for the Project Review Board (PRB), coordinating the Division inputs and preparation of the agenda. Mrs. Strole also coordinates the Division notebook submissions for the Quarterly Reviews and proofreads the submissions. Her assumption of the tasks of formatting and inputting B&F data into the Delta Data computer terminal has significantly reduced the workload of the B&F Officer and has eliminated the backlog that existed previously. In connection with her work during the planning cycle, [] devised a format which enabled ORD and DDS&T management to quickly and easily interpret the ORD FY-78/79 budgetary decisions; the manner in which the data were presented drew praise from ORD management and the DDS&T Planning Staff.

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5. In summary, [] has become a confident and capable junior professional. She has demonstrated her ability to perform assigned duties at the GS-07 level, therefore, I recommend that she be promoted.

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[]
Chief
Management Staff/ORD

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

Director of Research and Development

Date

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